

Approved For Release 2003/08/25 : CIA-RDP80R01731R001900080055-8  
CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

Executive Registry  
75-1861

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11 APR 1975

Based on our review of the qualifications you listed in applying for employment, we are considering you as a possible candidate for our Career Training Program. We have begun processing your papers for such an assignment on a contractual basis at a starting grade and salary of GS-08, \$11,640 per annum.

Acceptance for the Career Training Program is highly competitive and there are always more candidates than there are openings. The screening process deals with your professional competence and personal qualifications such as general dependability, physical condition and emotional health. We make our selection by means of a series of interviews, tests, and of course, an intensive background investigation.

The screening and selection process normally takes about three or four months. A firm offer of employment to successful candidates can only be made at the conclusion of this procedure when all requirements have been satisfied.

You will, of course, be notified promptly of any significant developments affecting our action on your application. In the meantime please keep us apprised of any changes in your address, employment, marital status, and any other circumstances which may alter the information contained in your application. Please address all written communications to the Office of Personnel, Post Office Box 1925, Washington, D. C., 20013, Attention:

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In confirmation of your recent telephone conversation with a member of my staff, we have scheduled your appointments on 23 - 25 April 1975. At 8:30 a.m. on 23 April please report to the Ames Building for your first appointment. At 9:00 a.m. on 24 April please be at the Chamber of Commerce Building, 4600 Fairfax Drive, Arlington, Virginia, and call

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A Travel Information Sheet

is enclosed.

Sincerely,

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Deputy Director of Personnel  
for Recruitment and Placement

Enclosures

INITIALED BY

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ASST. EX. C/OP

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